

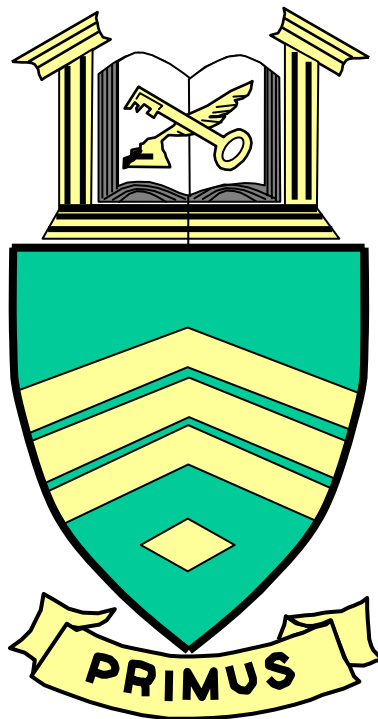
U.S. ARMY SERGEANTS MAJOR ACADEMY (FSC-TATS)

U667

JUN 04

SUPERVISE UNIT PERSONNEL AND ADMINISTRATIVE  
FUNCTIONS  
(DUTY ROSTERS)

## **PRERESIDENT TRAINING PACKAGE LESSON**



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## PRERESIDENT TRAINING SUPPORT PACKAGE (TSP)

<b>TSP Number / Title</b>	U667 / COORDINATE UNIT PERSONNEL ADMIN FUNCTIONS (DUTY ROSTER)
<b>Effective Date</b>	01 Jun 2004
<b>Supersedes TSP(s) / Lesson(s)</b>	U667, Supervise Unit Personnel and Administrative Functions (Duty Rosters), Jun 01.
<b>TSP Users</b>	521-SQIM, First Sergeant Course
<b>Proponent</b>	The proponent for this document is the Sergeants Major Academy.
<b>Improvement Comments</b>	<p>Users are invited to send comments and suggested improvements on DA Form 2028, <i>Recommended Changes to Publications and Blank Forms</i>. Completed forms, or equivalent response, will be mailed or attached to electronic e-mail and transmitted to:</p> <p>COMDT USASMA ATTN ATSS DCF BLDG 11291 BIGGS FIELD FORT BLISS TX 79918-8002</p> <p>Telephone (Comm) (915) 568-8875 Telephone (DSN) 978-8875 E-mail: atss-dcd@bliss.army.mil</p>
<b>Security Clearance / Access</b>	Unclassified
<b>Foreign Disclosure Restrictions</b>	FD5. This product/publication has been reviewed by the product developers in coordination with the USASMA foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

## PREFACE

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### Purpose

This Training Support Package provides the student with a standardized lesson plan of instruction for:

#### Task Number

#### Task Title

#### Individual

121-010-8020

Supervise Unit Personnel And Administration Functions

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**This TSP  
Contains**

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**COORDINATE UNIT PERSONNEL ADMIN FUNCTIONS (DUTY ROSTER)**  
**U667 / Version 1**  
**01 Jun 2004**

**SECTION I. ADMINISTRATIVE DATA**

**All Courses Including This Lesson**

<u>Course Number</u>	<u>Version</u>	<u>Course Title</u>
521-SQIM	1	First Sergeant Course

**Task(s) Taught(\*) or Supported**

<u>Task Number</u>	<u>Task Title</u>
121-010-8020 (*)	<u>INDIVIDUAL</u> Supervise Unit Personnel And Administration Functions

**Reinforced Task(s)**

<u>Task Number</u>	<u>Task Title</u>
--------------------	-------------------

**Academic Hours**

The academic hours required to teach this lesson are as follows:

	<u>Resident Hours/Methods</u>	
	1 hr	/ Distance Learning
Test	0 hrs	
Test Review	0 hrs	
Total Hours:	1 hr	

**Test Lesson Number**

	<u>Hours</u>	<u>Lesson No.</u>
Testing (to include test review)	3	On-Line Exam

**Prerequisite Lesson(s)**

<u>Lesson Number</u>	<u>Lesson Title</u>
None	

**Clearance Access**

Security Level: Unclassified  
 Requirements: There are no clearance or access requirements for the lesson.

**Foreign Disclosure Restrictions**

FD5. This product/publication has been reviewed by the product developers in coordination with the USASMA foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

**References**

<u>Number</u>	<u>Title</u>	<u>Date</u>	<u>Additional Information</u>
AR 220-45	DUTY ROSTERS	15 Nov 1975	

**Student Study Assignments**

All material included in this Training Support Package (TSP).

**Instructor Requirements**

None

**Additional  
Support  
Personnel  
Requirements**

<u>Name</u>	<u>Stu Ratio</u>	<u>Qty</u>	<u>Man Hours</u>
None			

**Equipment  
Required  
for Instruction**

<u>Id Name</u>	<u>Stu Ratio</u>	<u>Instr Ratio</u>	<u>Spt</u>	<u>Qty</u>	<u>Exp</u>
None					

\* Before Id indicates a TADSS

**Materials  
Required****Instructor Materials:**

None

**Student Materials:**

U667

**Classroom,  
Training Area,  
and Range  
Requirements**

None

**Ammunition  
Requirements**

<u>Id</u>	<u>Name</u>	<u>Exp</u>	<u>Stu Ratio</u>	<u>Instr Ratio</u>	<u>Spt Qty</u>
None					

**Instructional  
Guidance**

None

**Proponent  
Lesson Plan  
Approvals**

<u>Name</u>	<u>Rank</u>	<u>Position</u>	<u>Date</u>
Santa Barbara, Robert A.	GS-09	Training Specialist	
Adams, Chris L.	SGM	Chief Instructor, FSC	
Graham, Kevin L.	MSG	Chief, FSC	
Gratton, Steven M.	SGM	Chief, Functional Courses	
Bucher, George	GS-11	Chief, CMD	
Lemon, Marion	SGM	Chief, CDDD	

## SECTION II. INTRODUCTION

Method of Instruction: Study Assignment  
Technique of Delivery: Individualized, self-paced Instruction  
Instructor to Student Ratio is: 1:14  
Time of Instruction: 5 mins  
Media: None

### Motivator

A first sergeant is the key individual to ensure a unit duty roster properly tasks the right person for detail. Preparation, posting, and maintenance of the duty roster (DA Form 6), requires meticulous care and attention to detail. Unequal distribution of duties among detailed soldiers results in a loss of credibility for the chain of command, and it could directly impact upon the morale and combat readiness of your unit. This lesson consists of a Student Handout, Practical Exercise, and a Solution/Discussion for the Practical Exercise.

### Terminal Learning Objective

At the completion of this lesson, you [the student] will:

<b>Action:</b>	Maintain a duty roster (DA Form 6).
<b>Conditions:</b>	As a first sergeant, in a self-study environment, given a scenario, DA Form 6, and AR 220-45(SH-1).
<b>Standards:</b>	Maintained a duty roster IAW AR 220-45 (SH-1).

### Safety Requirements

None

### Risk Assessment Level

Low

### Environmental Considerations

**NOTE:** It is the responsibility of all soldiers and DA civilians to protect the environment from damage.

None

### Evaluation

Before entering Phase II FSC-TATS, you will receive the end of Phase I Multiple Choice Examination that will include questions based on material in this lesson. On that examination, you must answer at least 70 percent of the questions correctly to achieve a GO.

### Instructional Lead-In

None

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### SECTION III. PRESENTATION

#### A. ENABLING LEARNING OBJECTIVE

<b>ACTION:</b>	Prepare a duty roster (DA Form 6).
<b>CONDITIONS:</b>	As a first sergeant, in a self-study environment, given a scenario, DA Form 6, and AR 220-45 (SH-1).
<b>STANDARDS:</b>	Prepared a duty roster IAW AR 220-45 (SH-1).

#### 1. Learning Step / Activity 1. Prepare A Duty Roster (DA Form 6)

Method of Instruction: Study Assignment  
Technique of Delivery: Individualized, self-paced Instruction  
Instructor to Student Ratio: 1:14  
Time of Instruction: 15 mins  
Media: SH-1

- Read ELO A above.
- Study Student Handout 1 (Appendix D).
- Complete Practical Exercise 1 after studying all ELOs (PE-1, Appendix C).
- Compare your responses with the suggested solution found in SPE-1 solution/discussion for lesson exercise 1 (Appendix C).
- If your response does not agree, review the appropriate reference/lesson material.

**CHECK ON LEARNING:** PE-1 is the check on learning for this lesson.

#### B. ENABLING LEARNING OBJECTIVE

<b>ACTION:</b>	Determine the correct person to detail.
<b>CONDITIONS:</b>	As a first sergeant, in a self-study environment, given a scenario, DA Form 6, and AR 220-45 (SH-1).
<b>STANDARDS:</b>	Determined the correct person to detail IAW AR 220-45 (SH-1).

1. Learning Step / Activity 1. Determine The Correct Person To Detail

Method of Instruction: Study Assignment  
Technique of Delivery: Individualized, self-paced Instruction  
Instructor to Student Ratio: 1:14  
Time of Instruction: 15 mins  
Media: SH-1

- Read ELO B above.
- Study Student Handout 1 after studying all ELOs (Appendix D).
- Complete Practical Exercise 1 (PE-1, Appendix C).
- Compare your responses with the suggested solution found in SPE-1 solution/discussion for lesson exercise 1 (Appendix C).
- If your response does not agree, review the appropriate reference/lesson material.

**CHECK ON LEARNING:** PE-1 is the check on learning for this lesson.

**C. ENABLING LEARNING OBJECTIVE**

<b>ACTION:</b>	Properly annotate (post) the duty roster (DA Form 6).
<b>CONDITIONS:</b>	As a first sergeant, in a self-study environment, given a scenario, DA Form 6, and AR 220-45 (SH-1).
<b>STANDARDS:</b>	Properly annotated (posted) the duty roster IAW AR 220-45 (SH-1).

1. Learning Step / Activity 1. Properly Annotate (Post) The Duty Roster (DA Form 6)

Method of Instruction: Study Assignment  
Technique of Delivery: Individualized, self-paced Instruction  
Instructor to Student Ratio: 1:14  
Time of Instruction: 10 mins  
Media: SH-1

- Read ELO C above.
- Study Student Handout 1 (Appendix D).
- Complete Practical Exercise 1 after studying all ELOs (PE-1, Appendix C).
- Compare your responses with the suggested solution found in SPE-1 solution/discussion for lesson exercise 1 (Appendix C).
- If your response does not agree, review the appropriate reference/lesson material.

**CHECK ON LEARNING:** PE-1 is the check on learning for this lesson.

**SECTION IV. SUMMARY**

Method of Instruction: <u>Study Assignment</u>
Technique of Delivery: <u>Individualized, self-paced Instruction</u>
Instructor to Student Ratio is: <u>1:14</u>
Time of Instruction: <u>5 mins</u>
Media: <u>None</u>

**Check on Learning**

---

Complete PE-1 as the check on learning for this lesson.

---

**Review / Summarize Lesson**

---

Upon completion of this lesson you will know the correct procedures for preparing, maintaining, and posting a duty roster to provide a fair and equitable system of assigning details within your unit.

---

**Transition to Next Lesson**

---

None

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## SECTION V. STUDENT EVALUATION

### Testing Requirements

---

Before entering Phase II FSC-TATS, you will receive the end of Phase I Multiple Choice Examination that will include questions based on material in this lesson. On that examination, you must answer at least 70 percent of the questions correctly to achieve a GO.

### Feedback Requirements

---

**NOTE:** Feedback is essential to effective learning.

---

## STUDENT QUESTIONNAIRE

### Directions

- Enter your name, your rank, and the date you complete this questionnaire.

Rank: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

- Answer items 1 through 6 below in the space provided.
- Fold the questionnaire so the address for USASMA is visible.
- Print your return address, add postage, and mail.

**Note:** Your response to this questionnaire will assist USASMA in refining and improving this course. While completing the questionnaire, answer each question frankly. Your assistance helps build and maintain the best curriculum possible.

<b>Item 1</b>	Do you believe you have met the learning objectives of this lesson?
<b>Item 2</b>	Was the material covered in this lesson new to you?
<b>Item 3</b>	Which parts of the lesson were most helpful to you in learning the objectives?
<b>Item 4</b>	How could we improve the format of this lesson?
<b>Item 5</b>	How could we improve the content of this lesson?
<b>Item 6</b>	Do you have additional questions or comments? If you do, please list them here. You may add additional pages if necessary.

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ATTN ATSS DCF  
COMDT USASMA  
BLDG 11291 BIGGS FLD  
FORT BLISS TX 79918-8002

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## **Appendix A - Viewgraph Masters (N/A)**

**Appendix B - Test(s) and Test Solution(s) (N/A)**

## PRACTICAL EXERCISE 1

<b>Title</b>	<b>COORDINATE UNIT PERSONNEL ADMIN FUNCTIONS (DUTY ROSTER)</b>						
<b>Lesson Number/Title</b>	U667 version 1 / <b>Coordinate Unit Personnel Admin Functions (Duty Roster)</b>						
<b>Introduction</b>	None						
<b>Motivator</b>	None						
<b>Terminal Learning Objective</b>	At the completion of this lesson, you [the student] will: <table><tr><td><b>Action:</b></td><td>Maintain a duty roster (DA Form 6).</td></tr><tr><td><b>Conditions:</b></td><td>As a first sergeant, in a self-study environment, given a scenario, DA Form 6, and AR 220-45(SH-1).</td></tr><tr><td><b>Standards:</b></td><td>Maintained a duty roster IAW AR 220-45 (SH-1).</td></tr></table>	<b>Action:</b>	Maintain a duty roster (DA Form 6).	<b>Conditions:</b>	As a first sergeant, in a self-study environment, given a scenario, DA Form 6, and AR 220-45(SH-1).	<b>Standards:</b>	Maintained a duty roster IAW AR 220-45 (SH-1).
<b>Action:</b>	Maintain a duty roster (DA Form 6).						
<b>Conditions:</b>	As a first sergeant, in a self-study environment, given a scenario, DA Form 6, and AR 220-45(SH-1).						
<b>Standards:</b>	Maintained a duty roster IAW AR 220-45 (SH-1).						
<b>Safety Requirements</b>	None						
<b>Risk Assessment Level</b>	Low						
<b>Environmental Considerations</b>	None						
<b>Evaluation</b>	Before entering Phase II FSC-TATS, you will receive the end of Phase I Multiple Choice Examination that will include questions based on material in this lesson. On that examination, you must answer at least 70 percent of the questions correctly to achieve a GO.						
<b>Instructional Lead-In</b>	None						
<b>Resource Requirements</b>	<b>Instructor Materials:</b>  None  <b>Student Materials:</b>  U667						
<b>Special Instructions</b>	None						

---

**Procedures**

This is a self-graded exercise.

1. In this lesson exercise you will prepare and post a duty roster (manually).
2. Situation: The date is 4 April 1994. You are the new first sergeant for Company C, 3-60 Infantry. One of the platoon sergeants questions the accuracy of the current CQ Runner duty roster. He stated that 1SG Seaton, the previous first sergeant, often made errors in the unit's duty rosters. Your review of the situation proved that there were errors on the last duty roster.
  - a. The following information items are for your investigation of the allegations.

**Item**

MFR, CQ Runners, dated 18 Mar 94  
MFR, CQ Runners, dated 25 Mar 94  
DA Form 6, 22 Feb 94 thru 2 Apr 94  
DA Form 6, 4 Apr 94 thru 13 May 94  
DA Form 6, 3 Apr 94 thru blank date

- b. Use Student Handout 1, and the above listed items, to find the ten errors on the DA Form 6, page C-7. List the errors, and the appropriate reference, in the spaces below.

ERROR DESCRIPTION

PARAGRAPH


3. Post a corrected duty roster (DA Form 6) for the period 5 thru 17 April 1994. Use the DA Form 6 on page C-8 for this exercise. Consider the following information as you post the duty roster.

a. SPC Mavity is on ordinary leave 3 thru 10 April 1994.

b. The duty roster for battalion runner indicates the following:

<u>NAME</u>	<u>DATE</u>	<u>DUTY DESCRIPTION</u>
PV2 Lacroix	4 Apr	* Battalion Runner
CPL Gower	9 Apr	* Battalion Runner

\* Unit SOP states soldiers having duty as Battalion Runner are available for duty the following day.

c. PFC Staggs was AWOL on 3 Apr and returned today. He becomes available for duty immediately.

d. PV2 Domina has to go on emergency leave 8 thru 11 April 1994.

e. The Battalion Commander declares 15 April 1994 a training holiday because there were no accidents during March 1994.

f. Personnel gains and losses include:

(1) PFC Norris assigned and joined on 7 April 1994.

(2) CPL Turlo assigned and joined on 12 April 1994.

(3) SPC Murphy reassigned to Co B, 3-60 Infantry effective 14 April 1994.

g. Due to detail as unit armorer, CPL Jones is not available for duty as CQ runner.

4. Post a change to Memorandum for Record, SUBJECT: Charge of Quarters (CQ) Runners, dated 25 March 1994. This memorandum will identify scheduled CQ Runners for the period 4 thru 17 April 1994. Using the MFR on page C-9, identify the correct CQ Runners.

18 March 1994

## MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Charge of Quarters (CQ) Runners

1. The following personnel will perform duties as unit Charge of Quarters (CQ) Runner as indicated:

<u>DATE</u>	<u>RANK</u>	<u>NAME</u>
28 Mar 94	PV2	Gulick
29 Mar 94	SPC	Murphy
30 Mar 94	CPL	Brown, R.
31 Mar 94	CPL	Raney
1 Apr 94	PV2	Domina
*2 Apr 94	SPC	Mavity
*3 Apr 94	SPC	Novak

\* denotes weekend/holiday duty.

2. Personnel will report to the 1SG at 0800 hours on day of duty for briefing. Personnel having weekend/holiday duty will report to the 1SG at 0800 on 1 April 1994 for briefing.

3. Uniform for duty: BDU.

FOR THE COMMANDER:

CHARLIE R. SEATON  
1SG, USA  
First Sergeant

DISTRIBUTION:  
1-each person detailed  
1-CQ Instruction Book  
1-file

25 March 1994

## MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Charge of Quarters (CQ) Runners

1. The following personnel will perform duties as unit Charge of Quarters (CQ) Runner as indicated:

<u>DATE</u>	<u>RANK</u>	<u>NAME</u>
4 Apr 94	PFC	Russell
5 Apr 94	SPC	Novak
6 Apr 94	CPL	Brown, H.
<b>7 Apr 94</b>	<b>PFC</b>	<b>Irwin</b>
8 Apr 94	PV2	LaCroix
*9 Apr 94	PV2	Domina
*10 Apr 94	PFC	Russell

\* denotes weekend/holiday duty.

2. Personnel will report to the 1SG at 0800 hours on day of duty for briefing. Personnel having weekend/holiday duty will report to the 1SG at 0800 on 8 April 1994 for briefing.

3. Uniform for duty: BDU.

FOR THE COMMANDER:

CHARLIE R. SEATON  
1SG, USA  
First Sergeant

DISTRIBUTION:  
1-each person detailed  
1-CQ Instruction Book  
1-file

DUTY ROSTER			NATURE OF DUTY	ORGANIZATION	FROM (Date)	TO (Date)
			CO Runner	Co C, 3rd Infantry	22 Feb 94	2 Apr 94
GRADE	NAME	Month Day	<p align="center"><b>THIS SECTION INTENTIONALLY BLANK -- FOR EXERCISE PURPOSES.</b></p>			
CPL	BROWN, H					
CPL	BROWN, R					
CPL	GOWER					
CPL	JONES (1)					
CPL	RANEY					
SPC	MAVITY					
SPC	MURPHY					
SPC	NOVAK					
SPC	THOMPSON					
PEC	HOLIFIELD					
PEC	IRWIN					
PEC	RUSSELL					
PEC	STAGGS					
PV2	DOMINA					
PV2	GULICK					
PV2	LACROIX					
PV2	WITTENBERGER					
SPC	RIDEOUT (2)					
CPL	PAGANETTI (3)					
PEC	IRWALD (4)					
PV2	SUTHERLAND (5)					
REMARKS from reverse side:						
(1) Excused: detailed as unit armorer.						
(2) Relieved as unit armorer.						
(3) Assigned and joined 29 Mar.						
(4) Assigned and joined 30 Mar.						
(5) Assigned and joined 1 Apr.						

DA FORM 6 JUL 78

PREVIOUS EDITIONS OF THIS FORM  
WILL BE USED UNTIL EXHAUSTED

U.S. Government Printing Office: 288P-02-000000

For use of this form, see AR 220-15; the proponent  
agency to DCSPER.

The DA Form 6 on this page represents a facsimile of an actual form (for training purposes only).





## MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Change 1, Charge of Quarters (CQ) Runner, dated 25 March 1994

1. The following personnel will perform duties as unit Charge of Quarters (CQ) Runner as indicated:

<u>DATE</u>	<u>RANK</u>	<u>NAME</u>	<u>DATE</u>	<u>RANK</u>	<u>NAME</u>
<b>4 Apr 94</b>	_____	_____	<b>11 Apr 94</b>	_____	_____
5 Apr 94	_____	_____	12 Apr 94	_____	_____
6 Apr 94	_____	_____	13 Apr 94	_____	_____
7 Apr 94	_____	_____	14 Apr 94	_____	_____
8 Apr 94	_____	_____	*15 Apr 94	_____	_____
*9 Apr 94	_____	_____	*16 Apr 94	_____	_____
*10 Apr 94	_____	_____	*17 Apr 94	_____	_____

\* denotes weekend/holiday duty.

2. Personnel will report to the 1SG at 0800 hours on day of duty for briefing. Personnel having weekend/holiday duty on 9-10 April 1994 will report to the 1SG at 0800 on 8 April 1994 for briefing. Personnel having weekend/holiday duty on 15-17 April 1994 will report to the 1SG at 0800 on 14 April 1994 for briefing

3. Uniform for duty: BDU.

FOR THE COMMANDER:

YOUR NAME  
1SG, USA  
First Sergeant

## DISTRIBUTION:

1-each person detailed  
1-CQ Instruction Book  
1-file

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**SOLUTION FOR  
PRACTICAL EXERCISE 1**

Compare your answers with the following answers. Review references for any response not answer correctly.

**ERROR DESCRIPTION**  
**PARAGRAPH**

- |  |                 |
|--|-----------------|
| <u>* 3 Apr 94 missing (Start DA Form 6 on 3 Apr 94).</u>   | <u>2a(1)</u>    |
| <u>* Leave the "TO" date blank at this time.</u>   | <u>2a(2)</u>    |
| <u>* Leave the "DAY" line blank for 12 Apr thru 13 May at this time.</u>   | <u>2a(3)</u>    |
| <u>* Combine CPLs and SPCs, list alphabetically by pay grade.</u>  | <u>2c</u>       |
| <u>* CPL JONES should not appear on this roster.</u><br><u>2d</u>  | <u>2b &amp;</u> |
| <u>* CPL RANEY, 9 Apr should read "13" with numbers &amp; 9b</u><br><u>increasing for weekends/holidays scheduling from there.</u> | <u>4b, 9a</u>   |
| <u>* SPC MAVITY, 5 thru 8 Apr should read "A." "A14" is correct for 4 Apr to indicate the last number charged.</u>                 | <u>7</u>        |
| <u>* SPC MAVITY, 9 Apr should read "A0." 10 Apr should &amp; (4), 8d</u><br><u>read "A."</u>                                       | <u>4c(1)</u>    |
| <u>* PFC IRWIN and PFC IRWALD have names reversed.</u>   | <u>2c</u>       |
| <u>* PFC STAGGS, 4 Apr should read "U14" with numbers 9a</u><br><u>increasing for weekday scheduling from there.</u>               | <u>4b &amp;</u> |

Reference: AR 220-45

## MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Change 1, Charge of Quarters (CQ) Runner, dated 25 March 1994

1. The following personnel will perform duties as unit Charge of Quarters (CQ) Runner as indicated:

<u>DATE</u>	<u>RANK</u>	<u>NAME</u>	<u>DATE</u>	<u>RANK</u>	<u>NAME</u>
4 Apr 94	PFC	RUSSEL	11 Apr 94	PV2	LACROIX
5 Apr 94	SPC	NOVAK	12 Apr 94	CPL	GOWER
6 Apr 94	PFC	STAGGS	13 Apr 94	SPC	MAVITY
7 Apr 94	CPL	BROWN, H.	14 Apr 94	PFC	HOLIFIELD
8 Apr 94	PFC	IRWIN	*15 Apr 94	PV2	DOMINA
*9 Apr 94	PFC	RUSSELL	*16 Apr 94	PV2	LACROIX
*10 Apr 94	PFC	HOLIFIELD	*17 Apr 94	CPL	RANEY

\* denotes weekend/holiday duty.

2. Personnel will report to the 1SG at 0800 hours on day of duty for briefing. Personnel having weekend/holiday duty on 9-10 April 1994 will report to the 1SG at 0800 on 8 April 1994 for briefing. Personnel having weekend/holiday duty on 15-17 April 1994 will report to the 1SG at 0800 on 14 April 1994 for briefing.

3. Uniform for duty: BDU.

FOR THE COMMANDER:

YOUR NAME

1SG, USA  
First Sergeant

## DISTRIBUTION:

1-each person detailed  
1-CQ Instruction Book  
1-file

---

**HANDOUTS FOR LESSON: U667 version 1**

---

**This Appendix  
Contains**

This appendix contains the items listed in this table---

<b>Title/Synopsis</b>	<b>Pages</b>
SH-1, Extract from AR 220-45	SH-1-1

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## Student Handout 1

### Extracted Material from AR 220-45

---

This student handout contains four pages of extracted material from the following publication:

AR 220-45, Duty Rosters, 15 Nov 1975

Pages i, and 1 thru 3

**Disclaimer:** The training developer downloaded the extracted material from the United States Army Publishing Agency Home Page. The text may contain passive voice, misspellings, grammatical errors, etc., and may not be in compliance with the Army Writing Style Program.

---

Effective 1 January 1976

## Field Organizations

### Duty Rosters

---

By Order of the Secretary of the Army:

FRED C. WEYAND  
*General, United States Army*  
*Chief of Staff*

Official:

PAUL T. SMITH  
*Major General, United States Army*  
*The Adjutant General*

---

**History.** This UPDATE issue is a reprint of the original form of this regulation that was published on 15 November 1975. Since that time, no changes have been issued to amend the original. This publication has been reorganized to make it compatible with the

Army electronic publishing database. No content has been changed.

**Summary.** This revision requires that all locally established methods and procedures must comply with the spirit and intent of this regulation; clarifies the procedure for listing names on the duty roster; and makes the use of those provisions cited in paragraph 4b and 4c compulsory. It updates the references for duty roster files; adds a reference for examples of some methods used in prorating details to units of varying size; and provides additional guidance on the use of explanatory remarks on duty rosters. It also changes figure 1, to provide an example of a consolidated roster, to illustrate a variety of explanatory remarks and their listing on the reverse of DA Form 6, and to show the correct method of listing names on a duty roster.

**Applicability.** See paragraph 1d.

**Proponent and exception authority.**  
Not Applicable.

**Army management control process.**  
Not Applicable.

**Supplementation.** Local supplementation of this regulation is permitted but is not required. If supplements are issued major Army commands will furnish one copy of each to HQDA(DAAG–AMP), Washington, DC 20314; other commands will furnish one copy of each to the next higher headquarters.

**Suggested Improvements.** The proponent agency of this regulation is The Adjutant General Center. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to HQDA(DAAG–AMP), WASH DC 20314.

**Distribution.** Active Army, ARNG, USAR: To be distributed in accordance with DA Form 12–9A requirements for AR, Field Organizations—A(Qty Rqr Block No. 181).

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\*This regulation supersedes AR 220–45, 20 August 1965.

## 1. Purpose and scope

*a.* This regulation prescribes procedures for the maintenance of duty rosters at all levels of command and in all types of organizations, using DA Form 6 (Duty Roster).

*b.* Duty rosters are kept for recording the duty performed by each person in an organization in order to make an equitable determination of duty assignments. A separate roster generally will be maintained for each duty requiring the detail of individuals. All assignments to detail, except authorized special duty details, normally will be made in accordance with applicable rosters.

*c.* Commanders are authorized to establish methods and procedures which will best suit the needs of their organizations. However, those methods and procedures must comply with the spirit and intent of this regulation.

*d.* This regulation applies to the Active Army and Army Reserve, and to the Army National Guard when in an inactive duty training (IDT), annual training (AT), or mobilization status.

## 2. Preparation and maintenance

*a.* Dates will be entered as follows:

(1) The "From" date will always be the date immediately following the "To" date on the previous roster and will be entered at the time the new roster is prepared.

(2) The "To" date will always be the date of the last detail made from such roster and will be entered when the roster is closed.

(3) Intermediate dates will be entered as details from the roster are made. No date will be entered for any day that detail was not made.

*b.* Duty rosters will contain the names of only those persons required to perform the duty involved.

*c.* When a new duty roster is prepared, all names will be entered alphabetically within pay grade, beginning with the highest pay grade and using appropriate grade of rank (abbreviated) as shown in table 1-1, AR 600-20. Subsequent names will be added at the foot of the roster.

*d.* A person's name may be omitted or deleted from any duty roster whenever he is excused from or not qualified to perform the duty concerned.

## 3. Details from duty rosters

*a.* Generally, the person longest off the duty will be the next person detailed. When such person is not available, the person on the roster who is next longest off that duty will be detailed.

*b.* Whenever a person who has been detailed for a duty is unable to enter upon or complete the duty, the next person eligible on the applicable duty roster who is available will be detailed to perform or complete the duty.

## 4. Posting duty rosters

*a.* A duty roster is posted only for those days on which a detail is selected. The procedures described in *b* and *c* below will be used on all duty rosters.

*b.* When a detail is made from a roster, all other persons on that roster will be charged on that day with the number of such details missed since the last time they were detailed, excluding any nonchargeable days. Nonchargeable days are those referred to in *c*(1) below.

*c.* Whenever the duty roster is posted, the abbreviations below will be used to indicate those not available for detail. No other abbreviations are authorized.

(1) Those who are absent or otherwise not available because of leave, pass, special duty, temporary duty, illness in line of duty, or any other authorized reason not due to misconduct will be indicated by the letter "A."

**TDY** travel that does not extend beyond regular duty hours will not normally qualify an individual for an "A."

(2) Those eligible for detail who could not be selected because of previous detail or other duty will be indicated by the letter "D."

(3) Those not available because of being absent without leave, in arrest, in confinement, sick not in line of duty, or otherwise not

available as a result of their own misconduct will be indicated by the letter "U."

(4) Wherever the abbreviation "A" is used, the numbering sequence of days off will be interrupted. Wherever the abbreviations "D" or "U" are used, the numbering sequence will continue and the appropriate number will be included with the abbreviation. See examples in figure 1.

## 5. Weekends and holidays

Consolidated weekday-weekend-holiday duty rosters will be maintained whenever practicable in accordance with paragraph 9.

## 6. Disposition of completed rosters

Duty roster files will be disposed of in accordance with AR 340-2, AR 340-6, or AR 340-18-1, as applicable.

## 7. Details from units

Whenever practicable, details from units will be formed by taking units in turn according to one roster (DA Form 6 may be used by listing unit designations in the place of individual names).

When not practicable, a commander may devise his own method of assigning details to units. Appendix B, FM 22-6 gives examples of some methods that may be employed. However, it is emphasized that commanders may use whatever system best meets their needs as long as equity is maintained.

## 8. Explanation of figure 1

*a.* The sequence of numbers shows the number of details made from this roster since the person concerned was last detailed as charge of quarters, excluding any details made from the roster while such person was in a nonchargeable status (para 4c(1)).

*b.* The diagonal lines in the right corner of any block indicate performance of the duty on that date.

*c.* The numbers in parentheses immediately following a person's name refer to a corresponding explanatory remark on the reverse of the roster. Examples shown in figure 1 are not intended to limit the types of remarks that may be used, nor are they required in all cases. Personnel responsible for the preparation and maintenance of rosters will determine the necessity or desirability of using an explanatory remark each time an individual is not available for detail. As an example, while it may be desirable to use a remark indicating a leave period for an individual on a roster with only a small number of personnel listed, it may prove to be less time-consuming and therefore more economical to use other source documents for reference when a roster contains a large number of names. However, as a minimum, a remark will be used to explain the reason an individual's name was added to or deleted from a roster.

*d.* A number is used with the abbreviation "A" in the column for 14 February to indicate the last number charged, as shown on the previous duty roster, before the person entered upon the nonchargeable status. Entering such a number in the first column of a new roster eliminates the necessity for referring to the old roster when the person returns to a chargeable status.

## 9. Consolidated roster

Where consolidated rosters are maintained, the procedure outlined in paragraph 8 will apply with the following exceptions:

*a.* Entries for weekends and holidays, as well as entries for weekdays, will be posted on the same roster. Separate numbering sequences may be established.

*b.* The weekend-holiday periods may be indicated by a system of vertical red lines, as indicated by heavy lines in figure 1, or by entering the dates, numbers, and diagonal lines, indicating performance of duty on those dates, in red to identify or separate the weekend-holiday periods from the weekday postings.



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- (1) Sick in quarters
  - (2) 72 hour Pass (soldier of the month)
  - (3) Leave 21-24 Feb
  - (4) Staff Duty NCO
  - (5) Assigned and joined
  - (6) Relieved as company clerk
  - (7) Excused—detailed as company clerk
  - (8) AWOL
  - (9) PCS
  - (10) Leave 2-9 Mar

**Figure 1. —Continued**

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